

Custodial, Labor and Trades Branch
Skilled Trades Group
Traffic Signs and Markings Series

TRAFFIC SIGNS AND MARKINGS DIVISION SUPERVISOR

11/85

CHARACTERISTICS OF THE CLASS:

Under general supervision, plans, assigns, supervises and coordinates the functions and activities of the traffic signs and markings division; performs related work as required.

EXAMPLES OF DUTIES:

Supervises stenciling operations, the preparation of silk screens, the fabrication, assembly and installation of signs, the striping and pavement marking operations; supervises the preparation of sign faces for silk-screening and hand lettering of sign messages; supervises the striping and refinishing of used sign blanks.

Conducts field surveys to determine the number of signs that need to be repaired or replaced and condition of pavement markings; reviews repair orders stating location and extent of damage to signs to determine number of workers and type of equipment and materials needed; inspects completed work for conformance to specifications; assures that vehicles are safe and properly maintained; assures proper storage of hazardous materials and supplies; checks field projects to insure compliance with work orders and Federal and State regulations; prepares and submits requisitions for materials and supplies; submits preliminary estimates of yearly budget for equipment, tools, supplies, and vehicles; compiles daily work reports indicating location, materials used, and number of worker-hours required for each job; maintains records and prepares reports of division activities; receives materials and supplies and prepares reports of stock received.

Supervises, trains and evaluates the work of assigned personnel; enforces personnel rules and regulations, standards of conduct and work attendance; interviews job applicants; organizes and assigns work crews according to needs; assures compliance with safety practices, rules and regulations.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. and four years of progressively responsible experience in the manufacture and installation of signs or traffic control devices, including two years of shop supervisory experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the equipment, materials and techniques used in the manufacture of signs or traffic control devices; considerable knowledge of the hazards and safety practices of the trade; some knowledge of budget preparation; good knowledge of supervisory practices and procedures.

Ability to plan, assign, coordinate, supervise and evaluate the work of assigned personnel; ability to maintain records and prepare reports; ability to read and interpret plans and specifications; ability to establish and maintain effective working relationships with fellow employees and the general public; ability to enforce personnel rules and regulations, standards of conduct and work attendance; ability to make sound decisions and solve work-related problems; ability to enforce safe working practices and procedures.

Physical Requirements: Mobility within an office, shop and field environment; occasional exposure to all weather conditions; lift and carry heavy objects (50 - 75 lbs.); operation of a motor vehicle through city traffic.

Licenses and Certificates: Texas Class "C" Driver's License.

Director of Personnel

Department Head